

# SMALL BUSINESS SUMMIT AGENDA

## BEST WESTERN – GREAT NORTHERN HOTEL

### FEBRUARY 6<sup>TH</sup>, 7<sup>TH</sup> & 8<sup>TH</sup>

#### **Tuesday February 6th, 2018 4:00pm – 8:00pm**

- 12-9:00pm** Vendor Setup  
Sponsorship and FREE vendor tables available by contacting  
Shannon Hahn at [shahn@mt.gov](mailto:shahn@mt.gov) or call 406.444.7287 – Setup (8am-6pm)  
**Location – Western Empire**
- 4:00-5:30** Pre-Registration  
**Location – Foyer**
- 6:00-8:00** Networking Social – No Host Bar w/ Appetizers  
Shannon Hahn –MDT Small Business Specialist  
Mike Tooley – MDT Director  
Lt Governor – Mike Cooney  
Kasey Nicholson – Comedian & Emcee  
**Location – Western Empire**

#### **Wednesday February 7<sup>th</sup>, 2018 7:30am-6:30pm**

- 7:30-8:00** Registration & Buffet Breakfast  
**Location – Foyer/Western Empire**
- 8:00-9:00** Welcome Address  
Shannon Hahn – MDT Small Business Specialist  
Kasey Nicholson – Comedian/Emcee  
Kevin McLaury – Federal Highway Division Administrator  
Mike Tooley, Montana Department of Transportation Director  
**Location – Western Empire**
- 9:00-11:00** Kasey Nicholson- Comedian/Emcee  
Frances Cole Jones – Key Note Speaker  
*Owner of Cole Media Management & Author of “How to Wow”*  
**10 Things You Can Do Today to Wow Tomorrow**  
**Location - Western Empire**
- 11:00-11:30** Break & Exhibitor Visit  
**Location - Western Empire**

## **Morning Breakout Session**

**11:30-12:30** Sara Elkins

*Owner Elkins Consulting*

**How to Build a Professional Network (online & offline)**

**Moderator – Kirtrena Deen**

**Location – Iron Horse Room**

**Megan Armstrong**

*Owner Armstrong Marketing Solutions*

**Branding + Why the Branding Process Matters**

**Moderator – Maggie Metzger**

**Location – Oriental A, B, C Room**

**Julie Jaksha**

*Regional Director of the Butte Small Business Development Center (SBDC)*

**Understanding Your Break Even and Creating Positive Cash Flow**

**Moderator – Chris Ferguson**

**Location – Oriental D Room**

**12:30-1:45** Buffet Lunch – (provided)

**Kasey Nicholson – Comedian/Emcee**

**BB Webb**

*Entrepreneur, Speaker, Author, Business Coach & Media Personality*

*Owner - Arriving with BB Webb – Solutions for business growth!*

**Build Your Brand. Win the Client. Grow Your Business!**

**Location - Western Empire**

**1:45-2:00** Break & Exhibitor

**Location - Western Empire**

## **Afternoon Breakout Sessions**

**2:00-3:00** Nicole Cosby

*MDT Civil Rights EEO Supervisor*

**What You Need to Know About Sexual Harassment**

**Moderator -Kirtrena Deen**

**Location - Iron Horse Room**

**Sue Thompson**

*Owner of The CFO Agency*

**Bookkeeping the Right Way - How to Keep More of Your Money**

**Moderator – Maggie Metzger**

**Location – Oriental A, B, C Room**

**Suzi Berget White**

*Director of the MT Women's Business Center*

**Top 20 Marketing Tips - That Will Make a Difference in Your Small Business**

**Moderator – Chris Ferguson**

**Location –Oriental D Room**

**3:00-3:30**

**Break & Exhibitor Visit**

**Location – Western Empire**

**3:30-4:30**

**Luke Lucas**

*Senior Technology Advisor for Morrison-Maierle*

**Cyber Security - What You Really Need to Know**

**Moderator – Kirtrena Deen**

**Location –Iron Horse Room**

**Kate Stewart**

*Owner of Iron Scaffold LLC*

**Negotiation Skills for Small Business Owners**

**Moderator – Maggie Metzger**

**Location – Oriental A, B, C Room**

**Michelle Edmunds**

*Owner of Westaff Services*

**Human Resources - The Things You've Never Known But Should**

**Moderator – Chris Ferguson**

**Location –Oriental D Room**

**4:30--6:30**

**Social Networking – No Host Bar & Appetizers**

**Kasey– Comedian/ Emcee**

**Andy Shirliff – Governor's Office of Economic Development**

**Frances Cole Jones – Book Signing (Books Courtesy of DBE Program)**

**Staff – Raffle Drawing**

**Location – Western Empire**

**Thursday February 8<sup>th</sup>, 2018 7:30am-2:00pm**

- 7:30-8:30**      **Buffet Breakfast**  
**Location – Western Empire**
- 8:30-9:15**      **Opening Remarks**  
**Kasey Nicholson – Comedian/Emcee**  
**Location – Western Empire**
- 9:15-9:30**      **Break & Exhibitor Visit**  
**Location – Western Empire**

**Morning Breakout Session**

- 9:30-10:30**      **Panel (3)**  
**Stephanie Hagerman**  
*MDT Contract Plans Specialist*  
**Megan Handl**  
*MDT Civil Rights Supervisor*  
**Dustin Rouse**  
*MDT Consultant Design Bureau Chief*  
**Contracting with the Department of Transportation**  
**Moderator – Kirtrena Deen**  
**Location –Iron Horse Room**
- Phillip Luebke**  
*Government Contracting Advisor*  
**Federal Contractors: Get to Know the Future System for Award Management (SAM)**  
**Moderator –Maggie Metzger**  
**Location –Oriental A, B, C Room**
- Panel (2)**  
**Marissa Morgan**  
*Safety & Health Specialist with Department of Labor*  
**Stephanie Cunningham**  
*Safety & Health Specialist with Department of Labor*  
**OSHA Safety**  
**Moderator – Chris Ferguson**  
**Location – Oriental D Room**
- 10:30-10:45**      **Break & Exhibitor Visit**  
**Location - Western Empire**

**10:45-11:45**   **Panel (2)**  
**Jason Smith**  
*State Director of Indian Affairs*  
**Harlan Wells**  
*Secretary of State Business Services Director*  
**Small Business Must Knows: Working in Indian Country/Everything Secretary of State**  
**Moderator – Kirtrena Deen**  
**Location – Iron Horse Room**

**Panel (4)**  
**Chad Moore**  
*SBDC State Director*  
**Heather Sobrepena-George**  
*Business Development Specialist*  
**Angelyn DeYoung**  
*International Trade Manager*  
**Lindsey Hagmaier**  
*Mt Technology Innovation Partnership Program Manager*  
**The Department of Commerce - What They Can Do for Your Small Business**  
**Moderator – Chris Ferguson**  
**Location – Oriental A, B, C Room**

**Panel (2)**  
**Tia Snyder**  
*State Procurement, Cooperative Purchasing & eMACS Support Unit Supervisor*  
**Bonny McCabe**  
*State Procurement, Emacs System Support & Training Specialist*  
**Procurement – What eMACS Is All About & Why You Should Be Registered**  
**Location – Oriental D Room**

**11:45-12pm**   **Break & Exhibitor Visit**  
**Location - Western Empire**

**12-2:00pm**   **Buffet Lunch (Provided)**  
**Closing Remarks**  
**Kasey Nicholson – Comedian/Emcee**  
**Maghan Strachan, Maggie Metzger, Shannon Hahn - Small Business Specialists**  
**Raffle Drawing for Prizes (Must Be Present to Win)**  
**Location – Western Empire**